

Flemington-Raritan School District

Job Description

Job Title: Assistant Director of Student Personnel Services/Special Projects

Qualifications:

1. Must hold a valid NJ Principal or Supervisor certificate.
2. Experience as a special education teacher or CST member preferred.
3. Supervisory experience is highly desirable.
4. Experience in Special Services administration preferred.

Reports to: Superintendent of Schools

Job Goal: The job of Assistant Director of Student Personnel Services/Special Projects is to assist the Superintendent in oversight of curriculum, instruction, and supervision of the District's Special Services in accordance with New Jersey Administrative Code and District Policy and Regulation. These operations shall include, but are not limited to: research and implementation of best-practice instruction in special education, curriculum development for special education, program implementation, staff supervision and child study support.

The position will also assist the Superintendent in the overall operations of the department in accordance with New Jersey Administrative Code and District Policy and Regulation. These operations include, but are not limited to: oversight and coordination of child study team services, school health services, speech and hearing services, special education, home instruction, Section 504 services, homeless services, community preschool and non-public school services.

Administrative Responsibilities:

1. Serves as a liaison to the district schools.
2. Assists in the development of the budget for the Special Services Department.
3. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel.
4. Observes and evaluates teachers in their classrooms upon request of the Director of Special Services, and offers insight for the enhancement of the teaching-learning situation.
5. Assists in review and implementation of District's Strategic Plan goals as they pertain to the Special Services Department.
6. Serves as the Homeless Liaison and McKinny-Vento liaison for the district.

Performance Responsibilities in the area of Curriculum/Instruction:

7. \Keeps abreast of developments in all subject areas that impact special education and RtI and furnishes leadership in determining their appropriateness for inclusion in the district educational program.
8. Works with building principals on the improvement of individual staff competencies in special education and pre-referral intervention.
9. Assists in the creation of and edits for publication all curriculum guides and materials to include possible modifications for students with disabilities and students who require differentiation.
10. Assists with the reviewing and evaluating results of district-wide testing programs, and for other evaluative measure used by the schools.
11. Studies and evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs, and assists in budget preparation for newly approved programs.
12. Maintains liaison and active participation with District curriculum supervisors.

13. Gather information, review student performance data, and as needed, recommends changes in programming/curriculum for special needs students.
14. Provides stewardship of the district's pre-referral intervention programs including RtI and I&RS.
15. Works with building administrators in developing and monitoring staffing needs and students schedules.

Performance Responsibilities in the area of Professional Development:

16. Guides development, implementation, and evaluation of pre-service and in-service training programs for professional personnel.
17. Communicates the approved curriculum to the professional staff and parents where it involves special services.
18. Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings, in order to affect horizontal and vertical continuity and articulation of the instructional program for special education throughout the district.
19. Administers programs of in-service educational activities for special education or appropriate instructional personnel.

Performance Responsibilities in coordinating the activities of the Child Study Team:

1. Coordinating a comprehensive and efficient system of identification of children to the Child Study Team.
2. Arranging for a comprehensive reevaluation of classified students and evaluation of students referred to the Child Study Team in compliance with N.J. Rules and regulations.
3. Monitoring, assigning, and adjusting Child Study Team caseloads, in consultation with Director.
4. Conducting an in-take process for newly referred children to the Child Study Team.
5. Appointing case managers for students referred.
6. Assisting in review of student records to determine appropriate placement in special classes in our district's programs as well as programs outside the district when appropriate.
7. Coordinating development and review of Individual Education Plans in a timely fashion and in compliance with N.J. Rules and Regulations.
8. Coordinating maintenance of student records necessary for evaluation of all students under guidelines of the New Jersey Administrative Code.
9. Coordinating monthly report materials for all Child Study Team members in a timely fashion.
10. Coordinating staffing of all students evaluated by the Child Study Team with teachers and parents.
11. Attending County Child Study Team meetings as requested or in conjunction with the Director of Special Services.
12. Assisting the Director in the maintenance and completion of mandated reports, and records, including State reports and compliance indicators.
13. Maintaining department statistics on referrals, evaluations, classification rates, etc.
- 14.

Performing other duties as assigned by the Superintendent.

Terms of Employment: Salary for a twelve-month work year as per FRAA contract.

APPROVED BY: Flemington-Raritan Board of Education ESTABLISHED: 8/20/2012

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